



DEPARTMENT OF DEFENSE  
WASHINGTON HEADQUARTERS SERVICES  
1155 DEFENSE PENTAGON  
WASHINGTON, DC 20301-1155



(Personnel and Security)

21 JUN 1995

MEMORANDUM FOR ALL OSD/JS EMPLOYEES AND ALL OTHER EMPLOYEES  
SERVICED BY WASHINGTON HEADQUARTERS SERVICES

SUBJECT: Executive Order 12953, "Actions Required of All  
Executive Agencies to Facilitate Payment of Child  
Support"

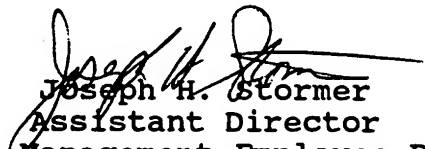
Effective February 27, 1995, President Clinton signed Executive Order (EO) 12953 establishing required actions to ensure that monies in payment of child support obligations are withheld and transferred to the child's caretaker in an efficient and expeditious manner. The EO also requires agencies to provide information about actions employees can take, and services available to ensure their children are provided the support to which legally entitled. The following is provided:

a. The Federal Government is required to periodically crossmatch lists of persons who owe child support with Federal employment records. If you are responsible for paying child support, keep your payments current. A convenient way is to have the money withheld from your paycheck. Standard Form 1199A, Direct Deposit Sign-Up Form, is available in Room 3B347, The Pentagon.

b. If you need a child support order established or enforced, your State's child support enforcement agency can help.

Attached for your information and use are three Department of Health and Human Services issuances: (1) Child Support Enforcement Fact Sheet; (2) Establishing Paternity - A Fact Sheet; and (3) Child Support Information for Federal Employees.

Questions regarding child support issues may be directed to your servicing Employee Relations Specialist at 703-607-3427 or DSN 327-3427.

  
Joseph H. Stormer  
Assistant Director  
Labor and Management Employee Relations

Attachments:  
As stated

#769



# **ADMINISTRATION FOR CHILDREN AND FAMILIES**

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## **OFFICE OF CHILD SUPPORT ENFORCEMENT**

### **Steps To Collecting Child Support**

The Child Support Enforcement (CSE) Program is a federal/state/local effort to locate parents, their employers, and/or their assets; establish paternity if necessary; and establish and enforce child support orders. State and local CSE offices provide day to day operation of the program. The federal role is to provide funding, issue policies, ensure that federal requirements are met, and interact with other federal agencies that help support the CSE program.

How and where do I apply?

In most states, CSE offices are listed under the human services agency in the local government section of the telephone directory. If there is not a separate listing, the human services agency information operator should be able to give you the number. State CSE agencies are listed at the end of this brochure; they also can provide telephone numbers for local offices.

Call your Child Support Enforcement office to learn how to apply for enforcement services and what documents (birth certificates, financial statements, etc.) you should provide.

What are the steps to collecting support?

The first step, if a child was born out of wedlock, is to establish paternity - or make a legal determination of who fathered the child. Many men will voluntarily acknowledge paternity. Either parent can request a blood test in contested paternity cases. Your caseworker will help you to establish paternity for your child.

Establishing the obligation is the next step. The fair amount of child support that the non-custodial parent should pay is determined according to state guidelines. Your CSE office will be able to tell you how support award amounts are set in your state. Your CSE office can also request medical support for your child.

The last step is enforcement of the child support order. The CSE office can help with collecting the money due no matter where the non-custodial parent lives.



At any of these steps, the CSE office may need to know where the non-custodial parent is living or where he/she is working. When a parent has disappeared, it is usually possible for the CSE office to find him/her with the help of state agencies, such as the Department of Motor Vehicles, or the Federal Parent Locator Service. Your caseworker can tell you what information is needed to find an absent parent or his/her employer.

The most successful way to collect child support is by direct withholding from the obligated parent's paycheck. Most child support orders require the employer to withhold the money that is ordered for child support and send it to the CSE office. Your Child Support Enforcement office can tell you about this procedure.

Federal and State Income Tax refunds may be withheld to collect unpaid child support. States also have laws which allow them to use: liens on real and personal property; orders to withhold and deliver property; or seizure and sale of property with the proceeds applied to the support debt. Many states routinely report child support debts to credit bureaus and smart parents are bringing their payments current so that their credit won't be affected.

For More Information write for the Handbook on Child Support Enforcement. Free single copies can be requested from Department 533B, GSA Consumer Information Center, Pueblo, Colorado 81009.

### STATE CHILD SUPPORT ENFORCEMENT OFFICES

State	TOLL-FREE NUMBER	CSE OFFICE	State	TOLL-FREE NUMBER	CSE OFFICE
Alabama	1-800-284-4347	(205) 242-8300	Montana	1-800-348-5437	(406) 444-4814
Alaska	1-800-478-3300	(907) 268-8900	Nebraska	1-800-831-4573	(402) 471-8103
Arizona	1-800-543-7383	(602) 252-4045	Nevada	1-800-882-0900	(702) 887-4744
Arkansas	1-800-284-2445	(501) 682-8398	New Hampshire	1-800-852-3345 (4427)	(603) 271-4426
California	1-800-952-5253	(818) 854-1532	New Jersey	1-800-821-KIDS	(609) 588-2915
Colorado	...	(303) 888-5894	New Mexico	1-800-432-8217	(505) 827-7200
Connecticut	1-800-228-KIDS	(203) 588-1830	New York	1-800-342-3009	(516) 474-9081
Delaware	...	(302) 577-4883	North Carolina	1-800-882-9457	(818) 571-4114
DC	(city only) 878-4838	(202) 724-8800	North Dakota	1-800-755-8530	(701) 328-3582
Florida	1-800-822-KIDS	(804) 822-8580	Ohio	1-800-888-1558	(614) 752-8581
Georgia	1-800-227-7983	(404) 857-3851	Oklahoma	1-800-522-2822	(405) 522-5871
Guam	...	011(671) 475-3360	Oregon	1-800-850-0228	(503) 373-1888
Hawaii	...	(808) 587-3888	Pennsylvania	1-800-832-0211	(717) 787-3872
Idaho	1-800-358-8888	(208) 334-5710	Puerto Rico	...	(809) 722-4731
Illinois	1-800-447-4278	(217) 524-4802	Rhode Island	1-800-822-0538	(401) 277-2847
Indiana	1-800-822-4832	(317) 232-4800	South Carolina	1-800-788-5858	(803) 737-5870
Iowa	...	(515) 281-5580	South Dakota	...	(605) 773-3841
Kansas	...	(913) 288-3237	Tennessee	1-800-874-0530	(615) 741-2441
Kentucky	1-800-248-1188	(502) 564-2285	Texas	1-800-252-8014	(512) 463-2181
Louisiana	1-800-258-4850	(504) 342-4780	Utah	1-800-257-8158	(801) 538-8500
Maine	1-800-371-3101	(207) 287-2888	Vermont	1-800-788-3214	(802) 241-2713
Maryland	...	(410) 767-7874	Virgin Islands	...	(809) 774-5888
Massachusetts	1-800-332-2733	(617) 248-0774	Virginia	1-800-488-8894	(804) 882-1428
Michigan	...	(517) 373-7570	Washington	1-800-457-6202	(206) 588-3182
Minnesota	...	(612) 288-2542	West Virginia	1-800-457-3658	(304) 558-3780
Mississippi	1-800-345-6347	(601) 358-4500	Wisconsin	...	(608) 268-8908
Missouri	1-800-858-7899	(314) 751-4301	Wyoming	1-800-457-3658	(307) 777-7831



**DEPARTMENT OF HEALTH AND HUMAN SERVICES**  
**Administration for Children and Families**  
**Office of Child Support Enforcement**

**ESTABLISHING PATERNITY**  
**A FACT SHEET**

The Child Support Enforcement (CSE) Program is a Federal/State/local effort to establish paternity and to collect child support from parents who are legally obligated to pay. State enforcement programs locate absent parents, establish paternity when necessary, establish and enforce support orders, and collect child support payments. The CSE Program is usually administered through State and county social services departments.

Teen parenting has become a national crisis. Because the teen mother is often poor and ill-prepared to rear a child, the burden of financial support for the child falls to the taxpayer in the form of public assistance. In 1992, of the 9.2 million children in households receiving Aid to Families with Dependent Children (AFDC), 53.1 percent were born out of wedlock. Financial assistance in the form of just AFDC is costing taxpayers about \$20.1 billion annually, and the problem has been growing larger. In 1992, over 30% of all births in the United States were out of wedlock, and of the 1,224,876 births to unmarried women, 30 percent were to teen-age mothers. Teen parenthood places on both the mother and father responsibilities neither may have ever envisioned.

In cases of teen pregnancy, establishing paternity becomes critical. The question, "Who's the father?" is asked not out of idle curiosity but out of concern for the mother and the child. The answer can make the difference between whether the child receives financial help from the father or not. The answer can also determine the child's right to certain benefits from the government or other sources.

While establishing paternity may not curb teen pregnancy, it establishes legal rights that are important to the mother, the father and the child.

**WHY ESTABLISH PATERNITY?**

When paternity is established, you can get a legal document which certifies that the alleged father is the legal father of a child.

When paternity is established, you can get a child support order.

When paternity is established, the child's legal rights and privileges can be established, such as right to social security, pension and retirement benefits. These rights and privileges apply until the child becomes 18 or 21 years old, depending on State law.

When paternity is established, the child may be able to interact with both parents as well as both parents' families. Also, the father can claim his right to a relationship with his child.

## **WHY SHOULD PATERNITY BE ESTABLISHED IF THE FATHER IS STILL IN SCHOOL OR HAS NO JOB?**

Even if the father is still in school or has no job, establishing paternity now will make it easier to actually collect child support when the father is working.

## **CAN PATERNITY BE ESTABLISHED IF THE FATHER LIVES IN OR MOVES TO ANOTHER STATE?**

Yes. It may be more difficult to establish paternity if the father is out of the State, but States are required by law to cooperate in handling requests for paternity establishment.

## **HOW IS PATERNITY ESTABLISHED?**

If the alleged father accepts that he is, in fact, the father, a legal document certifying his paternity is prepared.

If the alleged father denies paternity, the case may go to trial, where the judge may order a blood or genetic test and rule on paternity on the basis of testimony and test results. Either party in a paternity dispute may request a blood or genetic test.

## **WHY ARE LABORATORY TESTS NECESSARY?**

The results from blood testing can be presented as evidence to establish the relationship between the father and the child. The results can also be used to exclude a man wrongfully accused from consideration as the father.

## **ARE LABORATORY TESTS ACCURATE?**

The tests used for paternity establishment have a very high degree of accuracy. A recently developed genetic test has an accuracy rate close to 100 percent.

## **FOR MORE INFORMATION ABOUT CHILD SUPPORT ENFORCEMENT AND PATERNITY ESTABLISHMENT, PLEASE CONTACT:**

Your State or County Social Services Department or

**The Administration for Children and Families  
Office of Child Support Enforcement  
National Child Support Enforcement  
Reference Center  
370 L'Enfant Promenade, S.W.  
Washington, D. C. 20447**

**CHILD SUPPORT  
INFORMATION  
FOR  
FEDERAL EMPLOYEES**

*Executive Order 12953 requires the federal government be a model employer in assisting the establishment and enforcement of child support. As a federal employee, you have the same rights and responsibilities under child support laws as other parents.*

If you need information about the Child Support Enforcement (CSE) Program or how to establish or enforce an order, contact your Employee Assistance Program or your local CSE office. Check your telephone book for the local social services agency listing or call the State CSE Agency listed on the back of this page for the telephone number of your local office.

If you owe child support, keep your payments current. A convenient way is to have the payment withheld from your wages and automatically sent to the collecting authority. Your payroll office can give you more information. Federal personnel records are regularly crossmatched with records of persons who owe child support.



U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES  
ADMINISTRATION FOR CHILDREN AND FAMILIES  
OFFICE OF CHILD SUPPORT ENFORCEMENT  
WASHINGTON, DC 20447

**STATE CHILD SUPPORT ENFORCEMENT OFFICES**

State	TOLL-FREE NUMBER	CSE OFFICE
Alabama	1-800-762-8903	(205) 242-9300
Alaska	1-800-478-3300	(907) 276-3441
Arizona	1-800-543-7383	(602) 252-0236
Arkansas	1-800-264-2445	(501) 682-8398
California	1-800-952-5253	(916) 654-1556
Colorado	...	(303) 866-5998
Connecticut	1-800-228-KIDS	(203) 566-3053
Delaware	...	(302) 421-8300
DC	(city only) 879-4839	(202) 724-5610
Florida	1-800-622-KIDS	(904) 488-9900
Georgia	1-800-227-7993	(404) 894-4119
Guam	...	(671) 475-3319
Hawaii	1-800-468-4644	(808) 587-3712
Idaho	1-800-356-9868	(208) 334-5710
Illinois	1-800-447-4278	(217) 782-1366
Indiana	...	(317) 232-4894
Iowa	...	(515) 281-5580
Kansas	...	(913) 296-3237
Kentucky	1-800-248-1168	(502) 564-2285
Louisiana	...	(504) 342-4780
Maine	1-800-371-3101	(207) 289-2886
Maryland	1-800-638-3912	(410) 333-3979
Massachusetts	1-800-332-2733	(617) 621-4200
Michigan	...	(517) 373-7570
Minnesota	...	(612) 296-2499
Mississippi	1-800-562-2959	(601) 354-0341
Missouri	1-800-859-7999	(314) 751-4301
Montana	1-800-346-5437	(406) 444-4614
Nebraska	1-800-831-4573	(402) 471-9125
Nevada	1-800-992-0900	(702) 885-4744
New Hampshire	1-800-852-3345 (X4427)	(603) 271-4426
New Jersey	1-800-621-5432	(609) 588-2361
New Mexico	1-800-432-6217	(505) 827-7200
New York	1-800-342-3012	(518) 474-9081
North Carolina	1-800-662-7030	(919) 571-4120
North Dakota	...	(701) 224-3582
Ohio	1-800-686-1556	(614) 752-6561
Oklahoma	1-800-522-2922	(405) 424-5871
Oregon	...	(503) 378-5439
Pennsylvania	1-800-932-0211	(717) 787-3672
Puerto Rico	...	(809) 722-4731
Rhode Island	1-800-922-0536	(401) 277-2409
South Carolina	...	(803) 737-5870
South Dakota	...	(605) 773-3641
Tennessee	1-800-874-0530	(615) 741-1820
Texas	1-800-252-8014	(512) 463-2181
Utah	1-800-257-9156	(801) 538-4400
Vermont	1-800-622-4129	(802) 241-2319
Virgin Islands	...	(809) 774-5666
Virginia	1-800-662-1969	(804) 662-9629
Washington	1-800-442-KIDS	(206) 586-3162
West Virginia	1-800-634-4419	(304) 348-3780
Wisconsin	...	(608) 266-1175
Wyoming	1-800-457-3659	(307) 777-7892